

TINJAUAN PROSEDUR PENGELOLAAN PENGABADIAN DRM DI RSUD AMBARAWA TAHUN 2017

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ABSTRAK

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RSUD Ambarawa sedang melakukan kegiatan pengelolaan pengabdian. Terdapat 3 petugas, di RSUD hanya memiliki satu alat scanner dan rak untuk menyimpan dokumen terbatas. Penelitian ini bertujuan untuk mengetahui prosedur pengabdian DRM di RSUD Ambarawa tahun 2017. Penelitian ini adalah penelitian deskriptif dengan pendekatan cross sectional. Variabel penelitiannya sistem penyimpanan, sistem penomoran, sistem penjajaran DRM aktif dan inaktif, daftar JRA yang berlaku, alur dan prosedur retensi dan pemusnahan, tatacara dan penetapan prosedur nilai guna, tatacara dan prosedur pengabdian. Pengumpulan data dengan wawancara dan observasi. Subjek penelitian ini 3 petugas filing dan kepala rekam medis, objeknya DRM Inaktif. Hasil penelitian di RSUD Ambarawa menunjukkan sebelum dilakukan pengabdian, DRM dihitung dari tanggal kunjungan terakhir pasien untuk berobat kembali. DRM yang sudah diretensi disimpan pada rak inaktif. DRM yang telah 2 tahun inaktif kemudian dipilah berdasarkan nilai guna. Kemudian DRM yang bernilai guna di abadikan dengan cara di scan, kemudian di simpan kembali di rak inaktif. DRM yang tidak bernilai guna dilakukan pemusnahan oleh pihak ketiga dan disaksikan oleh bagian manajemen, dokter dan perawat senior. Saran kepada RSUD Ambarawa, sebaiknya dibuat jadwal khusus untuk pemusnahan DRM dan perlu dibuat SOP pengabdian DRM untuk menjadi dasar pelaksanaan pengabdian DRM.

Kata Kunci : pengabdian, nilai guna, DRM, SOP

REVIEW OF PROCEDURES MEDICAL RECORDS MANAGEMENT SERVICES IN REGIONAL PUBLIC HOSPITAL AMBARAWA 2017

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ABSTRACT

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REVIEW OF PROCEDURES MEDICAL RECORDS MANAGEMENT SERVICES IN REGIONAL PUBLIC HOSPITAL AMBARAWA 2017

Regional Public Hospital Ambarawa were conducting management activities of retention. There were 3 officers, Regional Public Hospital Ambarawa only had one scanner tool, and Shelf for storing documents limited. This study aimed to know medical records retention procedures in Regional Public Hospital Ambarawa 2017. This study was a descriptive study with cross sectional approach. Study variables were storage system, numbering system, active and inactive medical records alignment system, applicable JRA list, retention and destruction procedures, determination usage value procedures, retention procedures. Data Collection with interviews and observations. Subjects of this study were 3 filing officers and head of medical records, the object was Inaktif medical records. Results in Ambarawa Hospital showed that before retention, Medical records being calculated from last date visit patient for treatment. Sorted Medical records stored on inactive shelves. Medical records which had been inaktif for 2 years then sorted according to the usage value. After that valuable medical records immortalized by scan, then it saved back on inactive shelves. Ineffective medical records executed by third party and witnessed by management, doctors and senior nurses. Suggestions to Regional Public Hospital Ambarawa, should be made a special schedule for medical records destruction and need to make SOPs on Medical Records Retention as the basis on medical records retention.

Keyword : Retention, usage value, Medical Records, SOP